

Dear Parent or Guardian,

Your child is being asked to take a survey at school. The California Department of Education requires schools and districts to ask students about alcohol, tobacco, and other drug issues, as well as questions about school safety and the learning environment. Participation in the survey is voluntary on the part of the student, and we hope you will encourage your child to participate so that his or her opinion and knowledge can be part of the information gleaned from the survey.

The survey is anonymous. No names or any other identifying information is connected to the answers except for the name of the school.

If you have questions, please contact [INSERT DISTRICT OR SCHOOL CONTACT NAME AND NUMBER].

If you wish to view the survey, you may do so at the school office or on-line [INSERT SCHOOL/DISTRICT Web site].

Sincerely

[ADD NAME AND TITLE HERE]